

# All you need to know about the dismantling procedure on the last day of the Fair:



19 – 23 October 2022  
**FRANKFURTER  
BUCHMESSE**  
Guest of Honour Spain

## When can I start dismantling my stand?

Frankfurt Book Fair ends at 5.30 pm on Sunday, 23 October 2022, and until that time, all stands must remain occupied. The dismantling of stands, packing up of exhibit items and the delivery of packing materials may not start before 5.30 pm.

## Can I begin dismantling straight after 5.30 pm on Sunday?

As soon as the fair is over and all visitors have left the exhibition site, the aisle carpets will be removed in all halls. This will take 60–90 mins, during which we ask you to keep all aisles clear. The roller gates will not be opened until this has been done, after which packing materials can be delivered to the stands. Within your stand itself, you can of course begin to pack up as of 5.30 pm, but please make sure that you keep the aisles free at all times.

## Do I have to be present during dismantling?

All exhibitors are obliged to ensure the security of their stands and exhibits for themselves and to hand over all rented equipment as well as boxes to the service contractors or forwarding agents for collection in person. (see also „Forwarding agent“ at [www.buchmesse.de/en/service/service-contractors](http://www.buchmesse.de/en/service/service-contractors)). If you are unable to do this yourself please contact the following contractor for hiring a stand help:

Event Protect GmbH

Phone: +49 (0) 69 254742818

E-mail: [messe@evpro.net](mailto:messe@evpro.net)

## When and how can I drive my vehicle onto the exhibition site on the last day of the Fair?

At 2.00 pm on Sunday the exhibition grounds will be closed for all vehicle access; this will also apply to holders of a parking permit.

Driving onto the exhibition grounds from the parking areas is only allowed once the convoy coming from the Rebstock parking area has completely entered the exhibition grounds. Temporary vehicle entry to the exhibition site (for delivery etc.) is no longer possible throughout the entire last day of the fair.

All vehicles needed for dismantling need to assemble at the Rebstock parking area. From there, all vehicles are taken in convoy to the exhibition site as from approx. 7.00 pm. Security staff at the exhibition site will direct you to a parking space.

Access routes to the exhibition site from other roads are only open again once the last convoy vehicle has entered the exhibition grounds.

## Can I access my parking space on the last day of the fair?

Exhibitors with parking permits for the exhibition site (P4 etc.) will only be able to drive onto their assigned parking space until 2.00 pm, after which entry is no longer possible. Vehicle access to the exhibition site from the car parks will only be possible again once all of the convoy from the Rebstock parking area has entered the site. We would therefore kindly ask car park users to either load their vehicles directly within the car park, or to wait until the convoy has reached the site.

## Where do I obtain parking permits?

Car park permits can be ordered from APCOA PARKING Deutschland GmbH (see „Parking“ at [www.buchmesse.de/en/service/service-contractors](http://www.buchmesse.de/en/service/service-contractors)) well ahead of the fair as parking spaces are soon booked out. It is generally no longer possible to obtain a car park permit or a space on the last day of the fair.

## How much time do I have for dismantling?

Exit from the exhibition site is possible through gate North at any time. Exhibitors with System Stands must ensure their stands are completely empty by Sunday evening, 23 October 2022, at the latest. On Monday, the System Stands will be dismantled; in which process everything that is still in cabins, counters or bench cabinets will then be disposed of.

Custom-built Stands must be dismantled and the floor space completely cleared and cleaned by midnight on Monday, 24 October. Extended dismantling through to Tuesday, 25 October, 4.00 pm, is possible for exhibitors with Custom-built Stands exceeding 40 sqm in size, provided this has been officially requested from and approved by the fair organisers.

## Do I have to show ID to drive onto the exhibition site?

All persons contracted for set-up and dismantling must be in possession of set-up and dismantling passes – these must be legibly completed using felt pen.

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## Cardboard boxes

You can buy cardboard boxes at the stand of the forwarding agent DSV Air & Sea Germany GmbH, hall 3.0 H 48, on 23 October from 4.00 pm.

## Cloakrooms

On the last day of the fair (Sunday, 23 October 2022), the cloakrooms on the exhibition site are open until 7.30 pm. All items not collected by that time will be taken for central collection to the main cloakroom which is open until approx. 9.00 pm.

## Electricity

For safety reasons, the electricity supply at all stands will be disconnected half an hour after the official close of the fair – i.e. at about 6.00 pm. Please remember this if, for example, you keep perishable items in a fridge on your stand.

## Fork-lift trucks

Fork-lift trucks plus drivers can be hired from the forwarding agent DSV Air & Sea Germany GmbH (see „Forwarding agent“ at [www.buchmesse.de/en/service/service-contractors](http://www.buchmesse.de/en/service/service-contractors)) as well as from the Cargo Center, Phone: +49 (0) 69 7575-6075.

## Forwarding agent

The stand of DSV Air & Sea Germany GmbH is located on the exhibition site as follows:  
DSV Air & Sea Germany GmbH  
Hall 3.0 H 48  
Phone: +49 (0) 171 2634556

## Keys for System Stands

If at the beginning of the fair you purchased socket locks for the bench cabinets in your System Stand, you will not receive these costs back after the fair ends. Therefore, please keep the locks and keys for your purchased socket locks in a safe place so that you can reuse them next year. Keys for cabin doors must be returned at the main information desk in hall 4.C until Monday, 24 October, 10 am. If the cabin keys (two keys per door) are not returned, Messe Frankfurt will subsequently charge 40 euros.

## Theft

We must specifically draw your attention to the increased risk of theft during set-up and dismantling and in the night from Sunday to Monday. All exhibitors are obliged to ensure the security and guarding of their stands and exhibits throughout the entire duration. Computers, telephones and other electronic rental equipment must be handed over personally to service companies for collection; stay with your boxes until collected by the forwarding agent. Theft must always be reported to the police and your insurance company (it is not necessary to inform the fair management).

The police are available in hall 4.0 South/West, Operation and Security Center (OSC) entrance, Phone: +49 (0) 69 7575-6555.

If you need a security guard for the night of Sunday to Monday, you can arrange for this from the following company:

Messe Frankfurt Venue GmbH

Phone: +49 (0) 69 7575-6342

Fax: +49 (0) 69 7575-6348

E-mail: [standguard@messefrankfurt.com](mailto:standguard@messefrankfurt.com)

## Trolleys

From 4.30 pm to 8.00 pm during dismantling on 23 October 2022, hand trolleys are available for hire from the stand of the forwarding agent in hall 3.0 H 48, against a deposit of 50 euros or the deposit of your passport or driving licence.

The hire fee is 20 euros an hour.